

**Minutes of Meeting  
Kent Memorial Library Commission  
February 10, 2009**

The meeting was called to order at 7:32 P.M.

**I Roll Call**

Present: Ruth Zimmerman, Robert White, Michael Alexopoulos, Joyce Wilson,  
Mel Chafetz, Bruce Rietberg, Claire Kawalec, Jason Lobo

Absent: M.P. Coatti, Lynne Cigal

Also Present: Library Director James McShane, Associate Director Kim Lord

**II Public Participation** Ann Mariani

Ruth Zimmerman indicated the need for an executive session at the conclusion of regular business to discuss a personnel matter.

**III Minutes of Meetings**

**December**

The December 9, 2008 Commission minutes were reviewed for approval, and amended to remove Caroline Martin's and Howard Starr's names as absences. In addition, the 6-1 Commission vote in favor of hiring a fund raising professional to assist in the formation of the Suffield Public Library Foundation included one vote of abstention: M.P. Coatti. Finally, Dan MacKinnon's name was confirmed as the abstaining vote on the motion made and seconded by Mr. Chafetz and Ms. Zimmerman, respectively, concerning the "committee of incorporators." The motion made by Bob White, seconded by Mel Chafetz, to approve these changes, carried.

**January**

After identifying Ruth Zimmerman as the person who would distribute the agenda for future meetings, Bob White made a motion, seconded by Mel Chafetz, to approve the January 13, 2009 minutes. The motion carried.

**IV Communications Received**

The following communications were received: letter of resignation from Caroline Martin; letter of thanks from the Suffield Firemen's Association for the Library's banner advertising the 9/11 exhibit at the Suffield Ambulance Association; letter from Thomas Burton indicating small changes he made in the Library's portfolio before resigning; resumes of new Commission members received: Bruce Rietberg, Jason Lobo, Lynne Cigal, and Caroline Kawalec; and, resumes of possible Commission members received: Ann Mariani and Rebecca Fuller.

**V Report of the Director**

**Grants**

Jim McShane announced a grant received by the Hartford Foundation for Public Giving from the Charles H. Bissell Fund for \$4400 for a one-year trial of the EBESCO Do It Yourself Reference Center. Comprised of three sections: Auto Repair, Home Improvement, and Small Engine Repair, these databases will be available March 1.

**Building & Budget**

- Mr. McShane reported that preliminary feedback from the recent air test of the library indicated that the air quality is good, but that the final report had not been received.

- After attending a budget meeting on January 30 with Scott Lingenfelter where he learned of the 0% budget increases for next year, Mr. McShane submitted a budget meeting this criterion.
- The Library will be closed on February 18 while Bibliomation upgrades the Dynix software. The staff will redesign their work spaces in the Library as part of in-service training on February 18.
- Mr. McShane recently met with the high school and middle school librarians to discuss upgrading software.
- Looking to the future, Mr. McShane delineated the need for new chairs in the Library. The original Warren Platner chairs have exceeded their life expectancy. He recently met with ACCE where he described the need for a new roof, HVAC system, and electrical system.
- Mr. McShane talked about purchasing a Kindle 2, the updated reading machine produced by Amazon.

## **VI Standing Committees**

Building and Grounds	Nothing reported
Community Relations	Nothing reported
Finance	Michael Alexopoulos met with Tom Burton, the former director.
Historical	Nothing reported
Personnel	Will be discussed in executive session.
Policy	Bob White talked with John Garber regarding Library policies.
Technology	Jim McShane will purchase the Kindle 2.
Special Committees	Commission members discussed a proposed fundraising letter.

## **VII Unfinished Business**

Ruth Zimmerman stressed the need for future Commission members to have financial experience. Two potential members possessing such background were discussed.

## **VIII New Business**

The Commission approved the following Committee assignments: Mel Chafetz and Bob White joined Building and Grounds; Lynne Cigal will chair Community Relations assisted by Michael Alexopoulos and M.P. Coatti; Claire Kawalec will join the Finance Committee, now chaired by Michael Alexopoulos; Joyce Wilson, assisted by Bob White, will chair the Historic Committee; Mel Chafetz will chair the Personnel Committee, assisted by M.P. Coatti and Joyce Wilson; Jason Lobo will join the Policy Committee, currently chaired by Bob White; and, Bruce Rietberg, assisted by Claire Kawalec, will chair the Technology Committee.

The Commission was in Executive Session from 9:20 to 9:45 for discussion of a personnel matter; no votes were taken.

## **IX Adjournment**

Mel Chafetz made the motion, seconded by Bob White, to adjourn at 9:46.

Respectfully submitted,  
 Joyce M. Wilson  
 Secretary of the Commission  
 February 18, 2009